



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
2300 E STREET NW
WASHINGTON DC 20372-5300

IN REPLY REFER TO
BUMEDINST 11240.6
BUMED-43
10 Aug 93

BUMED INSTRUCTION 11240.6

From: Chief, Bureau of Medicine and Surgery

Subj: ADMINISTRATION AND MANAGEMENT OF CIVIL ENGINEERING SUPPORT
EQUIPMENT (CESE)

Ref: (a) NAVFAC Notice 5450 of 14 Jun 91 (NOTAL)
(b) NAVFAC P-300
(c) NAVCOMPT Manual
(d) OPNAVINST 11240.8F
(e) DOD 4500.36-R of Jul 81
(f) OPNAVINST 11000.16A
(g) BUMEDINST 11240.5

Encl: (1) Procedures for Administration and Management of CESE

1. Purpose. To issue supplemental instructions and guidelines for the management and control of CESE.

2. Cancellation. NAVMEDCOMINST 11240.2.

3. Background. Reference (a) delegates authority for activity-level CESE management responsibilities for all naval shore activities to the Commanders, Atlantic Division and Pacific Division, Naval Facilities Engineering Command (LANTNAVFACENGCOM and PACNAVFACENGCOM), Transportation Equipment Management Centers (TEMCs), and has designated the LANTNAVFACENGCOM TEMC as the Bureau of Medicine and Surgery (BUMED) transportation staff.

4. Action. References (b) through (g) are the basic directives governing the establishment and management of CESE. The procedures in these directives, as supplemented by enclosure (1), apply to all Medical Department activities.

5. Forms

a. SF-120 (4-87), Report of Excess Personal Property, NSN 7540-00-634-4074 is available from the Federal Supply System through normal supply procurement procedures.

b. DD 1348-1 (11-87), Issue Release/Receipt Document, S/N 0102-LF-001-3710, is available from the Navy Supply System and may be requisitioned per NAVSUP P-2002D.


D. F. HAGEN

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PROCEDURES FOR ADMINISTRATION AND MANAGEMENT OF CESE

1. Technical Assistance. The LANTNAVFACENGCOM and PACNAVFACENGCOM TEMCs are designated as the TEMC responsible for providing technical assistance to Medical Department activities. The TEMCs are responsible for all matters pertaining to the management of transportation equipment at the activity level including requirements, assignment, replacement, disposal, maintenance, and use. The TEMCs review and approve transportation equipment requirements at tenant activities. All transportation equipment support for tenants should be furnished on a reimbursable basis by respective host activities under the host's allowance. LANTNAVFACENGCOM TEMC is designated to provide claimant interface and coordination in supporting Medical Department activities in addition to those duties specified in reference (a).
2. Processing Activity Requirements Reviews. Preprinted requirements review forms are forwarded to all Medical Department CESE allowance holding activities on a biennial basis. General instructions for completing and submitting the review are contained in reference (b). Other instructions that may be needed shall be furnished by the TEMCs.
3. Activity Allowance. All shore activity requests for CESE allowance increases or changes shall be processed on an exception basis by the TEMCs. Ambulance allowance criteria is provided in reference (g). Biennially, the TEMCs shall collect data from their supported activities, verify data, validate justifications, and forward to the LANTNAVFACENGCOM TEMC for consolidation into one BUMED allowance for Chief of Naval Operations (CNO) approval. LANTNAVFACENGCOM TEMC will distribute CNO-approved BUMED allowances at the activity level.
4. Equipment Inventory Control
 - a. Acquisitions. Approved CESE allowances are filled by new equipment from the Navy CESE procurement program or by reassignment of usable excess equipment. CESE shall not be acquired by activities from any source without prior approval of the TEMC. Activities are required to report all equipment acquisitions to the Commanding Officer, Civil Engineering Support Office (CESO), Code 153, 621 Pleasant Valley Road, Port Hueneme, CA 93040-4300 within 15 days after receipt.
 - b. Dispositions. Disposition action shall be completed within 15 days on all equipment which becomes excess to approved allowance. All activities shall report all usable excess equipment to their TEMC on a Report of Excess Personal Property (SF-120). Upon completion of screening, the TEMC shall advise the holding activity of disposition instructions. If excess equipment is not in usable condition, the equipment shall be

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turned into the nearest Defense Reutilization Marketing Office on DD 1348-1. Activities are to report all disposition actions to CESO within 15 days.

c. Construction Automotive and Specialized Equipment Management Information System (CASEMIS). All Medical Department activities are responsible for registration of their CESE inventory directly to CESO as described in reference (b).

5. Host and Tenant Support. This paragraph applies only to tenant activities receiving transportation support from a host activity. CNO policy established in reference (f) requires that transportation equipment support for tenant activities shall be supplied by the host activity on a reimbursable basis. Host and tenant relationship for maintenance services normally includes the following:

a. The host activity shall be responsible for all repairs. The cost of these repairs shall be included in the rental rate. The host activity shall furnish all labor and materials to include motor oils, antifreeze, and other consumable materials.

b. The host activity shall furnish a substitute administrative type vehicle following local station policy to the tenants from pool assets during the time that maintenance or repairs are performed on assigned vehicles.

c. The tenant shall be responsible for loss or damage to assigned vehicles caused by misuse or accidents.

6. Leasing of Vehicles. The authority, procedures, and limitations for leasing motor vehicles by Navy activities are contained in references (b), (c), and (e). Forward requests to lease vehicles to the TEMC. Upon leasing a vehicle, a lease agreement summary shall be submitted, as described in reference (b), to the TEMC before the issuance of U.S. Navy registration numbers.

7. Transportation Management Assistance Visits. Management assistance visits shall be performed by TEMC representatives as outlined in reference (b).

8. Transportation Cost Report (TCR). Reference (c) requires that activities with an allowance and inventory of 50 or more units of CESE shall submit a TCR to Commander, Naval Facilities Engineering Command (NAVFACENGCOM), Code 164, 200 Stovall Street, Alexandria, VA 22332-2300, with a copy to the TEMC by 6 November of each year.